

USE BLACK INK – PRINT OR TYPE

REQUEST FOR EMPLOYMENT OUTSIDE
OF THE COUNTY SERVICE

(Please submit an original and one copy of this request. Use additional paper if necessary. Employee may begin outside employment as soon as department head has given written approval on this form. However, such approval is conditional and subject to the final decision of the Ethics Commission.)

Date:

TO: Ethics Commission

VIA: _____ (Department Head)

VIA: _____ (Supervisor)

FROM:

SUBJECT: Request for Permission to Engage in Outside Employment

Pursuant to Chapter 19A of the Montgomery County Code, I am submitting my request to engage in employment outside the Montgomery County Government.

		County
1.	Name _____	Position Title _____
	Department _____	Office Phone Number _____
	Division _____	Work Schedule (e.g. 8:30 – 5:00): _____
	_____	_____

2. Brief description of duties and responsibilities of County position:

3. Brief description of function of County Department/Division in which

4. Outside Employer:

(Firm) Name _____ Phone Number _____

Supervisor's Name _____

Address _____

Nature of Business: _____

5. Position title, duties and responsibilities of outside employment:

6. Hours per week to be spent with outside employer and work schedule with outside Employer (specific hours when work will be performed):

7. Anticipated length of employment with outside employer (month/years/indefinite):

8. Special licenses or equipment required for outside employment:

Employee Signature

DEPARTMENT HEAD RECOMMENDATION:

_____ Approve

_____ Deny (state specific reasons for denial)

Comments: _____

Signature of Department Head

Date

Printed Name of Signator